King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 4 **Security & Use of Force**	
4.04.007, DOC Hearings	Approved By:	Director John Diaz
	Effective Date:	September 15, 2021
	Reviewed By:	PRC
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Purpose
To outline the procedures for organizing hearings conducted by the Washington State Department of Corrections (DOC) staff.

Policy
It is the policy of this Department to provide the space and deliver the required inmates for adjudication of post-conviction status (probation, parole, work release, etc.) hearings for the DOC.

References
Department: KCCF Post Orders
MRJC Post Orders

A. General Guidelines

1. The Seattle and Kent Divisions have separate procedures to accomplish DOC Hearings.
2. DOC staff are responsible for:
   a. The care and custody of inmates during their hearings.
   b. Faxing orders for the inmates needed for hearings the day before the hearings.
   c. Applying all restraints to inmates.
3. Inmates shall be made available to DOC staff in a timely fashion.
4. All inmates shall be pat-searched consistent with Department Post Orders and policy 4.02.005, Search of Inmates.
5. Inmates are allowed to bring only legal paperwork with them to the hearings.

B. Seattle Division Procedure

1. The list of the requested inmates will be faxed or emailed to Court Room #1 and either faxed or emailed to the Court Detail Dispatch in the King County Courthouse (KCCH) the night before the hearings.
2. The Check-in Officer shall:
   a. Confirm the identities of all DOC staff, or any other persons performing hearings, prior to allowing them entry.
   b. C2 [redacted]
   c. Direct DOC staff to the location of the hearings.
3. The 2nd Floor Court Detail Staff shall:
   a. Contact the Housing Unit Officer on the day of the hearing and schedule the inmates'

transport.
b. Prior to the scheduled hearing, escort the inmates to the hearing location.
c. Obtain all paperwork regarding the inmates from DOC staff.
d. Escort the inmates back to their housing units.
e. Forward the DOC paperwork to the Commitments Officer in ITR.

C. Kent Division Procedure

1. The list of requested inmates will be faxed to the ITR fax machine or emailed to the commitments group email the night before the hearings.
2. The Central Control Officer shall confirm the identities of all DOC staff, or any other persons performing hearings, prior to allowing them entry.
3. Central Control shall ensure C2 [redacted]
4. The Central Control Officer shall admit the DOC staff to the line-up room to perform the hearings.
5. The Transport Coordinator shall contact the Housing Unit Officers on the day of the hearing and schedule the inmates' transport.
6. Prior to their scheduled hearings, DAJD staff shall escort the inmates to the ITR holding area.
7. DOC Staff shall escort the inmates to and from ITR holding to the line-up room for the hearings.
8. DOC Staff will forward all DOC paperwork to the Commitments Officer in ITR.
9. The Transport Officer shall arrange the transport of the inmates back to their housing units.